



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

FEBRUARY 11, 2013

#19-13

DEPARTMENT: MUSEUM
POSITION: STORE SALES CLERK
SALARY: \$8.00 PER HOUR
CLOSING DATE: OPEN UNTIL FILLED

DUTIES AND FUNCTIONS:

This position is supervised by the Store Manager and reports directly to her. The Store Clerk is primarily responsible for the daily operation of the Museum Store. These duties include the operation of the cash register, handling cash receipts, the processing of payroll deductions and layaways, ordering and inventorying of store stock, an annual equipment inventory, and direct purchases from tribal artists, record keeping for the store, cleaning and maintenance of store area, conducting tours, and coordinating special store events. In addition, the Store Clerk provides support and manpower to other museum projects and staff; works and coordinates with other staff and departments when assigned. Other duties may be assigned as required or needed.

MINIMUM EDUCATION REQUIREMENTS:

- High School diploma or its equivalent is required for this portion.

REQUIRED SKILLS AND ABILITIES:

- A background of at least one year in retail sales is required.
- The ability to effectively communicate in English as well as a pleasing personal demeanor required.
- Applicant must have a valid Driver's License.
- This position requires both a sense of organization and attention to detail that must be demonstrated in previous work experience.



- Applicant must be honest and trustworthy. Applicant must be demonstrated in previous work experience.
- Applicant must be honest and trustworthy. Applicant must be able to follow a regular work schedule and complete assignments within allotted time frame.
- Regular work attendance is required.
- Pre-employment Drug Screening.

APPLY:
COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.